

Annual Contract Competitive Proposal Request	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: April 23, 2021 11:00 AM CST
TITLE: A21-91051 Grout Cleaning for East Baton Rouge Parish Libraries	RETURN BID TO: PURCHASING DIVISION	
FILE NO: 21-91051  AD DATES: 04-01-21 & 04-08-21	<u>Mailing Address:</u> PO Box 1471 Baton Rouge, LA 70821	<u>Physical Address:</u> 222 St. Louis Street 8 <sup>th</sup> Floor Room 826 Baton Rouge, LA 70802
SHIP TO ADDRESS:  VARIOUS CITY PARISH LOCATIONS IN THE GREATER BATON ROUGE AREA	Contact Regarding Inquiries: Purchasing Analyst : Dexter Stewart Telephone Number: 225-389-3259 x 323 Email: <a href="mailto:dsstewart@brla.gov">dsstewart@brla.gov</a>	
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZISIGNWSP	
TELEPHONE NO.                      FAX NO.	E-MAIL	
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
AUTHORIZED SIGNATURE	PRINTED NAME	
<p><b>QUESTIONS TO BE COMPLETED BY VENDOR:</b></p> <p>1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.</p> <p>2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.</p> <p>3. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)</p>		

**F.O.B.: DESTINATION   -   PAYMENT TERMS: NET 30**  
**ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID**

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

## INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
4. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances. **NO FAXED OR EMAIL BIDS WILL BE ACCEPTED.**
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. Except for bids submitted through the [www.bidexpress.com](http://www.bidexpress.com) on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City-Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
9. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.

10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
12. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
13. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
14. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
15. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
16. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
17. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
18. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
19. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
20. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
21. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?  
  
YES\_\_\_\_NO\_\_\_\_. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
22. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.

23. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
24. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
25. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).
- A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.
27. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
30. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

31. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDFide>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

**Note:** Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

**Important!** - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

#### **FEDERAL CLAUSES, IF APPLICABLE.**

##### **I. Remedies for Breach**

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

##### **II. Termination and Settlement**

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

##### **III. Access to Records**

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

##### **IV. Equal Employment Opportunity**

Bidder acknowledges that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

#### V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

#### VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

#### VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

#### VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms under Governments Grants, Contracts, and Cooperative Agreements"

#### IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

#### X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

#### XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

## ADDITIONAL REQUIREMENTS FOR THIS BID

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications.
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.
- **Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the first such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a second notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a third notice of default should become necessary, the contract may be terminated upon notification of said default.
- **Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- **Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **Cybersecurity Training Requirement:** Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.
- **SAFETY DATA SHEETS MUST BE PROVIDED WITHIN 5 DAYS OF REQUEST – FAILURE TO PROVIDE WILL DEEM YOUR BID AS NON-RESPONSIVE:**

All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Additionally, Contractor must submit product labels, safety data sheets (SDS) [formerly material safety data sheets] and EPA registry number to the agency prior to work commencing. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause to the contract being canceled.

## **SPECIFICATIONS**

The intent of this proposal to establish prices for an all-inclusive grout cleaning and sealing contract for each library listed. It is the intent of the City of Baton Rouge to award this contract to one vendor. The square footage of grout to be cleaned and sealed is approximate for each location. Sufficient personnel must be furnished to perform work efficiently and in a reasonable amount of time. It is the responsibility of the contractor to provide well-trained personnel to execute the scope of work. The contractor must inform their employees of the requirements of the contract and must provide orientation as to the particular library branch they will be working. Contractor will furnish all materials, protective coverings, cleaning solvents, grout sealers, machinery, equipment (in good working condition), labor, supervision and insurance to perform the services listed.

Vendor to provide all labor, supplies and equipment necessary to clean and seal grout tile at library locations listed below.

The Contractor shall furnish materials, supplies and equipment as needed to perform the work described herein, including, but not limited to: sealant, cleaning solvent, brushes, hard surface cleaners, buckets and sponges.

The Contractor shall perform grout cleaning and sealing with methods suited to the building and flooring, without causing damage to the building or flooring.

Cleaning personnel shall protect flooring when placing cleaning materials on them. Each area shall have an initial cleaning to clear any debris, and receive a through grout cleaning using proper solvents, before the grout and tile is sealed according product manufacturer's instructions.

Surrounding surfaces shall be protected during work so as not to damage walls or other flooring with cleaning and sealing solvents.

The Library assumes no responsibility for safeguarding any of the Contractor's material, equipment or supplies stored at the worksite and used in the performance of duties.

### **BASE PRICE**

The base price shall include all labor, equipment and supplies needed to perform the scope of work requested.

### **FREQUENCY**

Vendor to provide initial cleaning of the grout and on as needed basis at the discretion of the library staff.

### **GROUT CLEANING AND SEALING**

The contractor must schedule all cleaning and sealing at least one week in advance with the Facilities Manager. The vendor must avoid scheduling service on days when the Library has large programs or events scheduled.

### **HOLIDAYS**

No cleaning will be required on holidays. The dates may change nevertheless the holidays remain: New Year's Day, Martin Luther King's Birthday—Monday, Mardi Gras—Tuesday, Good Friday, Easter Sunday, Memorial Day—Monday, Independence Day, Labor Day—Monday, Thanksgiving Day—Thursday, Christmas Eve, and Christmas Day.

## **SPECIFICATIONS**

**(continued)**

It will be incumbent upon the contractor to contact the Library's facilities department and the designated staff at the branch to be cleaned, a minimum of a week in advance, to schedule the service. Failure to schedule in advance may result in the contractor being required to reschedule at the library's convenience. Any rescheduling because of this will be at the contractor's expense.

The grout cleaning and sealing service must not interfere with the daily operations, public services, or traffic patterns of the branch. If the contractor needs to get to spaces normally occupied by patrons, work should be arranged to be performed before or after the hours the library is open, with the Library's facilities department. The work should be completed before patrons are scheduled to use the building and all materials used to perform the work should be removed from the patron area. Any furniture that was moved during the course of grout cleaning and sealing must be returned to its original location. All costs associated with this must be included in the bid.

All costs associated with any schedule accommodations must be included in the bid.

In the event that the contractor must work in a patron area during operating hours, it is the contractor's responsibility to ensure that all work areas are secured and that the area is safe for both patrons and staff. The contractor will be responsible for any injuries incurred due to the contractor's failure to secure and restrict patron or staff access to the area in which the contractor is working.

### **PROTECTION OF PROPERTY**

The Contractor shall at all times guard from damage or loss to the libraries and property of the East Baton Rouge, and of any property that is leased by the East Baton Rouge Parish Library, and shall replace or repair any lost or damaged property. The decision of whether to replace or repair the property shall be at the Library's discretion. The City may withhold payment or make such deduction as it may deem necessary to insure reimbursement for loss or damage to property and the libraries through negligence of the Contractor or his agents.

### **CONTRACT RENEWAL**

At the option of the Agency and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. Total contract may not exceed thirty-six (36) months.

The Library may amend the contract to add additional locations as needed. The Library may also amend the contract should the quantity of tile change at any location.

### **SPECIAL REQUIREMENTS**

The Main Library, located at 7711 Goodwood Boulevard, is a LEED (Leadership Energy Environmental Design) certified building. All vendors must use cleaning methods, materials, supplies, and equipment which conform to LEED building maintenance requirements

## **MANDATORY PRE-BID CONFERENCE & MANDATORY JOB SITE VISITS**

### **Mandatory Pre-Bid Conference:**

**When:** April 13, 2021  
**Time:** 9:00 A.M.  
**Location:** EBRP Library  
7711 Goodwood Boulevard  
Baton Rouge, LA 70806  
**Contact:** Alvin Rattle  
**Phone:** 225-231-3779

### **Mandatory Job Site Visits:**

**The mandatory job site visits will begin immediately following the mandatory pre-bid conference on April 13, 2021.** Only companies represented at the pre-bid conference and all job site visits shall be considered for award through this invitation to bid.

Vendors will be required to visit the Main Library, 7711 Goodwood Boulevard facility and the Outreach Center, 3434 North Boulevard immediately after the mandatory pre-bid conference on April 13, 2021. The other Library sites can be visited within each Library's normal working hours (listed in this document); it will be the vendor's responsibility to set up a visitation schedule and to allow ample time to visit all facilities.

**Bidders must visit all sites, obtain Library Representative signatures from each site, and submit their completed Site Visit Sign-In Sheet with their bid**

Bidders who fail to visit all sites, obtain Library Representative signatures from all sites, or submit their completed Site Visit Sign-In Sheet with their submission will have their bid deemed nonresponsive.

Questions regarding the pre-bid conference or job site visit may be directed to Alvin Rattle (225) 231-3779.

## INQUIRY PERIOD

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing (even if an answer has already been given to an oral question during the pre-bid conference or job site visit. Inquiries are to be directed as follows:

Hand Delivered or by Courier:  
Sheneka Sylvan, Purchasing Analyst II  
City-Parish Purchasing Department  
222 St. Louis Street, Room 826  
Baton Rouge, LA 70802

Delivery by United States Postal Services:  
Sheneka Sylvan, Purchasing Analyst II  
City-Parish Purchasing Department  
P. O. Box 1471  
Baton Rouge, LA 70821

By email: [ssylvan@brla.gov](mailto:ssylvan@brla.gov)

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

All inquiries shall be received by 5:00 p.m. on April 16, 2021.

## SCHEDULE OF BID ITEMS

*Note: Measurements are estimates. Vendors are responsible for verifying the square footage at each location*

ITEM	DESCRIPTION	Approximate Square Footage	Unit of Measure	Unit Price	TOTAL
<b>Delmont Gardens Branch Library</b> <b>3351 Lorraine Street</b>					
0001	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	1,400	Square Feet	\$_____	\$_____
0002	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	1,400	Square Feet	\$_____	\$_____
0003	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	1,400	Square Feet	\$_____	\$_____
0004	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	1,400	Square Feet	\$_____	\$_____
<b>Eden Park Branch Library</b> <b>5131 Greenwell Springs Road</b>					
0005	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	485	Square Feet	\$_____	\$_____
0006	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	485	Square Feet	\$_____	\$_____
0007	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	485	Square Feet	\$_____	\$_____
0008	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	485	Square Feet	\$_____	\$_____
<b>Fairwood Branch Library</b> <b>12910 Old Hammond Highway</b>					
0009	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	736	Square Feet	\$_____	\$_____
0010	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	736	Square Feet	\$_____	\$_____
0011	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	736	Square Feet	\$_____	\$_____
0012	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	736	Square Feet	\$_____	\$_____

*Note: All prices shall include all cost required by the Specifications*

## SCHEDULE OF BID ITEMS

*Note: Measurements are estimates. Vendors are responsible for verifying the square footage at each location*

ITEM	DESCRIPTION	Approximate Square Footage	Unit of Measure	Unit Price	TOTAL
<b>Pride Branch Library</b> 13600 Pride-Port Hudson Road					
0013	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	612	Square Feet	\$ _____	\$ _____
0014	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	612	Square Feet	\$ _____	\$ _____
0015	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	612	Square Feet	\$ _____	\$ _____
0016	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	612	Square Feet	\$ _____	\$ _____
<b>Scotlandville Branch Library</b> 7373 Scenic Highway					
0017	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	473	Square Feet	\$ _____	\$ _____
0018	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	473	Square Feet	\$ _____	\$ _____
0019	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	473	Square Feet	\$ _____	\$ _____
0020	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	473	Square Feet	\$ _____	\$ _____
<b>Zachary Branch Library</b> 1900 Church Street					
0021	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	567	Square Feet	\$ _____	\$ _____
0022	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	567	Square Feet	\$ _____	\$ _____
0023	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	567	Square Feet	\$ _____	\$ _____
0024	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	567	Square Feet	\$ _____	\$ _____

*Note: All prices shall include all cost required by the Specifications*

## SCHEDULE OF BID ITEMS

*Note: Measurements are estimates. Vendors are responsible for verifying the square footage at each location*

ITEM	DESCRIPTION	Approximate Square Footage	Unit of Measure	Unit Price	TOTAL
<b>Baker Branch Library</b> <b>3501 Groom Road</b>					
0025	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	800	Square Feet	\$ _____	\$ _____
0026	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	800	Square Feet	\$ _____	\$ _____
0027	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	800	Square Feet	\$ _____	\$ _____
0028	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	800	Square Feet	\$ _____	\$ _____
<b>Bluebonnet Regional Branch Library</b> <b>9200 Bluebonnet Boulevard</b>					
0029	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	2744	Square Feet	\$ _____	\$ _____
0030	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	2744	Square Feet	\$ _____	\$ _____
0031	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	2744	Square Feet	\$ _____	\$ _____
0032	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	2744	Square Feet	\$ _____	\$ _____
<b>Carver Branch Library</b> <b>720 Terrace Street</b>					
0033	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	414	Square Feet	\$ _____	\$ _____
0034	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	414	Square Feet	\$ _____	\$ _____
0035	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	414	Square Feet	\$ _____	\$ _____
0036	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	414	Square Feet	\$ _____	\$ _____

*Note: All prices shall include all cost required by the Specifications*

## SCHEDULE OF BID ITEMS

*Note: Measurements are estimates. Vendors are responsible for verifying the square footage at each location*

ITEM	DESCRIPTION	Approximate Square Footage	Unit of Measure	Unit Price	TOTAL
<b>Main Library</b> <b>7711 Goodwood Boulevard</b>					
0037	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	2,250	Square Feet	\$ _____	\$ _____
0038	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	2,250	Square Feet	\$ _____	\$ _____
0039	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	2,250	Square Feet	\$ _____	\$ _____
0040	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	2,250	Square Feet	\$ _____	\$ _____
<b>Central Branch Library</b> <b>11260 Joor Road</b>					
0041	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	418	Square Feet	\$ _____	\$ _____
0042	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	418	Square Feet	\$ _____	\$ _____
0043	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	418	Square Feet	\$ _____	\$ _____
0044	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	418	Square Feet	\$ _____	\$ _____
<b>Outreach Center</b> <b>3434 North Boulevard</b>					
0045	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____
0046	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____
0047	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____
0048	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____

*Note: All prices shall include all cost required by the Specifications*

## SCHEDULE OF BID ITEMS

*Note: Measurements are estimates. Vendors are responsible for verifying the square footage at each location*

ITEM	DESCRIPTION	Approximate Square Footage	Unit of Measure	Unit Price	TOTAL
<b>River Center</b> <b>250 North Boulevard</b>					
0049	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	6,258	Square Feet	\$ _____	\$ _____
0050	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	6,258	Square Feet	\$ _____	\$ _____
0051	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	6,258	Square Feet	\$ _____	\$ _____
0052	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	6,258	Square Feet	\$ _____	\$ _____
<b>Greenwell Springs</b> <b>11260 Joor Road</b>					
0053	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	2,484	Square Feet	\$ _____	\$ _____
0054	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	2,484	Square Feet	\$ _____	\$ _____
0055	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	2,484	Square Feet	\$ _____	\$ _____
0056	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	2,484	Square Feet	\$ _____	\$ _____
<b>Jones Creek</b> <b>6222 Jones Creek Road</b>					
0057	Initial Clean and Seal grout on floors in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____
0058	As Needed Clean and Seal grout on floors in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____
0059	Initial Clean and Seal grout on walls in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____
0060	As Needed Clean and Seal grout on walls in all locations of the building where tile is installed	400	Square Feet	\$ _____	\$ _____

*Note: All prices shall include all cost required by the Specifications*

## EAST BATON ROUGE PARISH LIBRARY SYSTEM LOCATIONS AND HOURS OF OPERATION

Location	Hours of Operation
<b>MAIN LIBRARY</b> 7711 Goodwood Boulevard, Baton Rouge, LA 70806 (225)231-3740	Sun: 2pm - 10pm Mon - Thurs: 8am - 10pm Fri - Sat: 8am - 6pm
<b>OUTREACH CENTER</b> 3434 North Boulevard, Baton Rouge, LA 70806 (225) 231-1779; (225) 955-1049	Call for access
<b>BAKER BRANCH LIBRARY</b> 3501 Groom Road, Baker, LA 70714 (225) 778-5940	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>BLUEBONNET REGIONAL BRANCH LIBRARY</b> 9200 Bluebonnet Boulevard, Baton Rouge, LA 70810 (225) 763-2240	Sun: 2pm - 6pm Mon - Thurs: 9am - 9pm Fri - Sat: 9am - 6pm
<b>CARVER BRANCH LIBRARY</b> 720 Terrace Street, Baton Rouge, LA 70802 (225) 389-7440	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>CENTRAL BRANCH LIBRARY</b> 11260 Joor Road, Baton Rouge, LA 70818 (225) 262-2640	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>DELMONT GARDENS BRANCH LIBRARY</b> 3351 Lorraine Street, Baton Rouge, LA 70805 (225) 354-7050	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>EDEN PARK BRANCH LIBRARY</b> 5131 Greenwell Springs Road, Baton Rouge, LA 70806 (225) 231-3240	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>FAIRWOOD BRANCH LIBRARY</b> 12910 Old Hammond Highway, Baton Rouge, LA 70816 (225) 924-9385	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY</b> 11300 Greenwell Springs Road, Baton Rouge, LA 70814 (225)274-4440	Sun: 2pm - 6pm Mon - Thurs: 9am - 9pm Fri - Sat: 9am - 6pm
<b>JONES CREEK REGIONAL BRANCH LIBRARY</b> 6222 JONES CREEK ROAD, BATON ROUGE, LA 70817 (225) 756-1140	Sun: 2pm - 6pm Mon - Thurs: 9am - 9pm Fri - Sat: 9am - 6pm
<b>PRIDE-CHANEYVILLE BRANCH LIBRARY</b> 13600 PRIDE-PORT HUDSON ROAD, PRIDE, LA 70770 (225) 658-1540	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>SCOTLANDVILLE BRANCH LIBRARY</b> 7373 Scenic Highway, Baton Rouge, LA 70807 (225) 354-7540	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
<b>ZACHARY BRANCH LIBRARY</b> 1900 Church Street, Zachary, LA 70791 (225) 658-1840	Sun: 2pm - 6pm Mon - Thurs: 9am - 9pm Fri - Sat: 9am - 6pm
<b>River Center Branch Library</b> 250 North Boulevard, Baton Rouge, La. (225) 389-4967	Sun: 2pm - 6pm Mon - Thurs: 9am - 7pm Fri - Sat: 9am - 6pm

# EAST BATON ROUGE PARISH LIBRARY SYSTEM SITE VISIT SIGN-IN SHEET

**NOTE: Bidders must visit all sites, obtain Library Representative signatures at all sites, and submit this form with their bid**

<b>Location</b>	<b>Library Representative Printed Name / Title</b>	<b>Library Representative Signature</b>
<b>MAIN LIBRARY</b>		
<b>OUTREACH CENTER</b>		
<b>BAKER BRANCH LIBRARY</b>		
<b>BLUEBONNET REGIONAL BRANCH LIBRARY</b>		
<b>CARVER BRANCH LIBRARY</b>		
<b>CENTRAL BRANCH LIBRARY</b>		
<b>DELMONT GARDENS BRANCH LIBRARY</b>		
<b>EDEN PARK BRANCH LIBRARY</b>		
<b>FAIRWOOD BRANCH LIBRARY</b>		
<b>GREENWELL SPRINGS</b>		
<b>JONES CREEK REGIONAL BRANCH LIBRARY</b>		
<b>PRIDE-CHANEYVILLE BRANCH LIBRARY</b>		
<b>SCOTLANDVILLE BRANCH LIBRARY</b>		
<b>ZACHARY BRANCH LIBRARY</b>		
<b>River Center Branch Library</b>		

## CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,000
Products-Comp/Op Agg	\$ 1,000,000
Personal & Adv Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000

B. Business Auto Policy  
Any Auto, or Owned, Combined Single Limit  
Non-Owned & Mired \$300,000

C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.

D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

E. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

G. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge  
Attn: Purchasing Division  
Post Office Box 1471  
Baton Rouge, Louisiana 70821

**BIDDER'S ORGANIZATION  
BIDDER IS:**

**AN INDIVIDUAL**

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A CORPORATION**

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.**

## CORPORATE RESOLUTION

A meeting of the Board of Directors of \_\_\_\_\_ a corporation organized under the laws of the State of \_\_\_\_\_ and domiciled in \_\_\_\_\_ was held this day of \_\_\_\_\_, 20\_\_\_\_ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_, a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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SECRETARY

## SAMPLE AGREEMENT

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and \_\_\_\_\_ herein after called "Contractor").

The Contractor shall perform all work required by the Contract Documents for the following services:

Annual Contract Number and Title: \_\_\_\_\_

Contract Period: \_\_\_\_\_

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
  - A. Bid Documents complete with terms and conditions
  - B. The Contractor's Proposal with all attachments.
  - C. The Specifications
  - D. The following enumerated addenda: \_\_\_\_\_
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit A:
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

**WITNESS:**

\_\_\_\_\_

**President**

**WITNESS:**

\_\_\_\_\_

**CITY OF BATON ROUGE  
AND PARISH OF EAST BATON ROUGE  
Owner**

By \_\_\_\_\_  
**Sharon Weston Broome, Mayor-**

**CONTRACTOR'S NAME  
Contractor**

By \_\_\_\_\_

\_\_\_\_\_  
**(Typed / Printed Name)**

\_\_\_\_\_  
**(Typed / Printed Title)**